

**Replacement of Clothing and Equipment****1.6.3****PURPOSE**

To establish the policy and procedures for the replacement of clothing and required equipment and required equipment of full-time employees, damaged or destroyed under certain conditions, due to the action of forces beyond the employee's control.

**GENERAL POLICY**

It is the policy that the City Manager shall authorize repair or replacement, on the basis of the depreciated value, of any article of clothing or required equipment, as defined in this section, of any authorized full-time employee, while the employee is on duty, including response to emergency conditions as required in Police and Fire regulations, and under the conditions as specified in this section. This policy shall include eligible employees required to wear non-uniform clothing because of the nature of a specific assignment and shall be reimbursed on the basis of the reasonable depreciated value of the clothing damaged.

**ELIGIBLE CLASSIFICATIONS**

Sworn Police and Fire employees as well as Security Officers, Park Rangers, Senior Park Rangers, and Parking and Traffic Control Officers are eligible to receive reimbursement for damaged clothing and equipment under this policy.

**ELIGIBLE CLOTHING/EQUIPMENT**

A list of the authorized items and the authorized dollar amount that will be reimbursed to sworn Police and Fire employees for replacement of these items, when damaged or destruction is due to conditions stated elsewhere in this section, will be reviewed, updated and published by the Finance Department.

Reimbursement rates for Security Officers, Park Rangers, Senior Park Rangers, and Parking and Traffic Control Officers will be determined by the Finance Department upon notification by the employee's department that an eligible employee's clothing or equipment was damaged.

**REQUIREMENTS FOR REIMBURSEMENT**

The following conditions must exist to be eligible for reimbursement, provided that the destruction or damage is not due to the fault of the employee or failure to exercise due care. Damage or destruction that is due to fair wear and tear over a period of time is not to be considered under this policy:

1. The employee must be a full-time employee in a classification listed in Eligible Classifications section above.

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2. The employee must have been on duty at the time of the incident or responding to an emergency in an off-duty status.
3. Except as provided in item 6 below, the clothing or required equipment as referenced in the Eligible Clothing/Equipment section above must have been damaged or destroyed in the course of the arrest or attempted arrest of any person or persons or resulting from emergency action taken due to the existence of emergency conditions, and due to force or violence used by such person or persons; or in the suppression of any fire when the damage or destruction is caused by the hazards of the incident to such fire, or any other emergency condition when the damage or destruction is caused by hazards incident to the emergency.
4. The employee must have been wearing the appropriate uniform, clothing, or equipment as determined by the respective departments, at the time of loss. Off-duty personnel wearing civilian clothes, responding to an emergency, will be eligible for replacement of clothing based on the Police Officers Non-Uniform listing. Claims for inappropriate clothing will not be honored.
5. Except as provided in item 6 below, an emergency must exist which contributes to or causes the damage or loss.
6. In addition to, and notwithstanding any provision above to the contrary, the City will repair or replace on the basis of its depreciated value, any uniform, article of clothing or any item of required equipment, as specified elsewhere in this section, of any employee who holds a position in a classification represented by the POA, when such item was damaged or destroyed while such person is acting in the course and scope of his employment.

**COMPUTATION OF REIMBURSEMENT**

The claimant is to estimate, and the supervisor is to verify, the useful life of each article of clothing, based on its condition at the time the loss or damage occurred in accordance with the following schedule:

<u>Condition</u>	<u>Percent Claimed for Reimbursement</u>
Poor (badly worn, but usable)	20%
Serviceable (moderately worn)	40%
Good (slightly worn)	60%
Excellent (almost new)	80%

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The Police and Fire Departments will base the original cost of each item on the price list included in this section and on file in the Department of Finance. This price indicates the base price to be used for computation of the amount claimed for each item, as well as identifying the article for which reimbursement may be claimed.

The price as indicated is to be multiplied by the applicable percentage factor; the result is the maximum amount which may be claimed for clothing. In no case will a claim for clothing be honored by the Department Director for more than 80% nor less than 20% of the original cost as stated in the established price list. Items of equipment other than clothing, such as leather holster, revolver, watch, etc., will be replaced based on the current replacement schedule.

Other departments will coordinate with the Department of Finance to determine which reimbursement amount may be claimed.

**REPORTING PROCEDURES**

The administration of this policy is the responsibility of the concerned department. The Department Director is responsible for the review and investigation of the claims, as well as the validity of the statements. Filing of false claims is grounds for disciplinary action. All claims must be supported by an official report of the incident when the damage occurred. In general, all items will be repaired rather than replaced whenever economically feasible.

**PROCEDURES**

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| Employee             | <ol style="list-style-type: none"><li>1. Complete Part I of the <a href="#">Claim for Repair/Replacement of Clothing/Equipment Form</a> including all required information and the <a href="#">Employee Reimbursement Form</a>. Attach receipts of prescription glasses and other items repaired.</li><li>2. Forward both forms to Immediate Supervisor.</li></ol>   |
| Immediate Supervisor | <ol style="list-style-type: none"><li>3. Review Part I of the Claim for Repair/Replacement of Clothing/Equipment form as prepared by the claimant and the Employee Reimbursement Form.</li><li>4. Complete as necessary Part II of the Claim for Repair/Replacement of Clothing/Equipment Form including such action as necessary.<ol style="list-style-type: none"><li>a. If disapproved, return to claimant.</li><li>b. If approved, sign both forms and forward to Intermediate Supervisor.</li></ol></li></ol> |

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| Intermediate Supervisor | 5. Review Part I and II and sign Claim for Repair/Replacement of Clothing/Equipment Form in Part III. <ul style="list-style-type: none"><li>a. If disapproved, return to claimant.</li><li>b. If approved, sign both forms and forward to Department Director.</li></ul>  |
| Department Director     | 6. Review and indicate approval or disapproval on both forms. Return to claimant.   |
| Employee                | 7. If approved, forward both forms and receipts to the Department of Finance.   |
| Finance Department      | 8. Process Employee Reimbursement Form following established procedures. <ul style="list-style-type: none"><li>a. Maintain record of payment to individuals as indicated on Employee Reimbursement Form for inclusion on W-2 as other compensation paid, as required by Internal Revenue Service Regulations.</li><li>b. File supporting claim for Claim for Repair/Replacement of Clothing/Equipment Form, with Employee Reimbursement Form.</li></ul> |

Approved:

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/s/ Christine Shippey  
Assistant City Manager

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02/23/09  
Date